



## Public Safety Officer

### **DESCRIPTION OF WORK:**

This is law enforcement work at a University campus or other State facility. With full powers of arrest, employees enforce the laws of the State and the United States Government. Employees have law enforcement authority ranging from traffic control to criminal investigations within a limited geographic jurisdiction. Work involves patrolling an assigned area for response to complaints or calls and for detection of violations in the enforcement of State laws and applicable regulations. Duties include apprehending observed violators committing offenses, investigating violations or complaints in order to assess and handle cases, collection and preservation of evidence and the chain of custody, testifying in court proceedings and performing related work. Employees may serve as a patrol officer, detective squad member, crime prevention officer, or in some police organizations as a lead officer on an assigned shift.

### **EXAMPLES OF COMPETENCIES:**

#### **CONTRIBUTING:**

- **Technical Knowledge:** Knowledge of criminal and traffic laws to regularly enforce criminal and traffic violations.  
Knowledge of investigative techniques and case preparation requirements for the more routine traffic and criminal cases.  
Knowledge of the standard law enforcement equipment, its care, and safe use according to Department General Orders.  
Understanding and performance of community policing.
- **Communication Skills:** Ability to communicate effectively through interpersonal interactions and written documentation.  
Knowledge of the court process and ability to clearly and concisely present evidence.
- **Organizational Awareness and Commitment:** Understanding of Department vision, mission, and core values.
- **Problem Solving:** Understanding of criminal activities and trends and ability to detect crimes.
- **Analytical and Conceptual Thinking:** Ability to differentiate between routine crimes, serious crimes, and emergencies and initiate appropriate action.

#### **JOURNEY**

- **Technical Knowledge:** Knowledge of investigative techniques for misdemeanor and less serious felonies.  
Knowledge of the requirements to obtain a search warrant and the warrant issuance process.  
Knowledge of crime scene management and fingerprint lifting tools and techniques.  
Ability to recognize community problems, analyze alternatives, recognize solutions and follow-up.
- **Communication Skills:** Ability to relate to individuals and community groups and plan and conduct community programs.
- **Organizational Awareness and Commitment:** Understanding of the Career Development Program to discuss career interests and career path selection.  
Ability to make suggestions for improvements in Department operations.
- **Problem Solving:** Ability to initiate, complete, and properly document problem-solving projects focused on crime, fear of crime, and quality of life issues.  
Ability to distinguish and determine violations and take appropriate action with minimal supervision.
- **Analytical and Conceptual Thinking:** Ability to use discretion during criminal investigations, arrests, warrant service, and interaction with members of the community.

### **ADVANCED**

- **Technical Knowledge:** Knowledge and understanding of commander role during special events.  
Knowledge of investigative techniques and case preparation requirements for more serious traffic and criminal cases, generally felonies or fatalities.  
Knowledge of criminal and traffic laws in processing of crime scenes.  
Ability to plan and develop community programs.  
Ability to conduct security surveys, crime prevention programs and safety and self-defense training.
- **Communication Skills:** Ability to develop/design presentations and training materials  
Ability to employ formal conflict resolution and mediation skills
- **Organizational Awareness and Commitment:** Ability to develop new officers by conducting field-training program.
- **Problem Solving:** Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- **Analytical and Conceptual Thinking:** Ability to regularly perform detailed and advanced assignments without direct supervisory intervention.

### **MINIMUM TRAINING AND EXPERIENCE:**

Graduation from high school or possession of a high school equivalency certificate.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.

Degrees must be received from appropriately accredited institutions.